

**City of Sebastopol
Job Description**

Job Title: Senior Maintenance Worker
Division: Miscellaneous
Department: Public Works
Location: Corporation Yard
Shift: Daytime
Reports To: Public Works Superintendent
Prepared By: R. Emig
Approval Date: February 18, 2003
FLSA Status: Nonexempt

SUMMARY

Under direct supervision of the Maintenance Supervisor, to plan, direct, supervise, evaluate, and participate in the construction, maintenance and repair of streets, water, sewer, parks and related public facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under direction of the Maintenance Supervisor, to supervise and participate in the repair and maintenance of streets and sidewalks; supervise and participate in the construction, maintenance and repair of water and sewer lines and mains, pumping or booster systems and related water and sewer facilities; supervise and participate in the maintenance and public usability of the City pool; supervise and participate in the construction and repair of City park infrastructure as necessary; directs the operation of equipment used in construction and maintenance work; plans and schedules work assignments; estimates and orders materials necessary for specific projects; inspects work assignments and projects in progress and provides final inspection for completion of assignments in a proper and expeditious manner; consults with the Maintenance Supervisor in planning work load and projects to be completed; receives and responds to complaints received in the public works department; operates the industrial waste facility.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Safe and efficient work practices and procedures; materials, methods, equipment, and tools used in street, storm, sewer, water, park, and public facility maintenance, construction, or repair, and safe handling and operation of a variety of maintenance and construction equipment and materials related to all of the above; principles and practices of effective employee supervision including training, resolving problems, and performance evaluation; record keeping, reporting and inventory control procedures; methods of estimating time, cost, and equipment necessary to perform assigned work; and purchasing procedures,

forms, and techniques; uses and operation of tools and equipment required for specific work assignment; regulations and codes applicable to area of assignment; arithmetic sufficient to calculate volumes, areas, length, percentages and conversions; safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions; basic principles of supervision.

Ability to:

Communicate clearly and concisely, both orally and in writing, including use of radio, voice-mail, and e-mail; understand and carry out oral and written instructions; produce written documents using business English; deal effectively and tactfully with others in responding to inquiries and resolving complaints; supervise, train, and evaluate personnel; maintain harmonious working relationships with those contacted in the course of work; inspect work in progress and upon completion; inspect projects for conformance to City of Sebastopol standards and specifications; determine appropriate level of maintenance improvements; read and interpret blueprints, diagrams, and construction drawings; calculate materials needed to complete work projects; estimate labor or material costs from work plans; estimate job costs for budget planning purposes; operate and maintain a variety of maintenance equipment in a safe and efficient manner; determine equipment, personnel and materials needed for specific jobs; set priorities and meet deadlines; identify and implement effective courses of action to complete work assignments; plan and set up work and delegate tasks to others; train and supervise workers; operate the specialized hand and power tools and heavy equipment used in performing work in the area of assignment; perform heavy manual labor under adverse conditions; walk and work on slippery surfaces; perform work involving prolonged periods of standing, stooping and reaching; and hear and distinguish oral directions while working in noisy conditions.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED); and two to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.